**GOVERNING BOARD OF THE HARWOOD FOUNDATION**

**OF THE UNIVERSITY OF NEW MEXICO**

**Meeting Minutes, March 18, 2022**

**Virtual Zoom Meeting, 11:00 AM**

**Governing Board Members Present**: Alexandra Benjamin, Dora Dillistone, Karl Halpert, Janet Mockovciak, Shawn Berman, Nicole Dopson, Teresa Costantinidis, Scott McAdams, and Lucile Grieder

**Governing Board Members Not Present**: Harris Smith and Juanita Lavadie

**Staff Members Present**: Juniper Leherissey, Sonya Davis, and Susie Crowley (taking minutes)

**Others Present**: Gus Foster, Marcia Winter, and Steve Rose

**Handouts:** Agenda; Consent Agenda documents including Minutes from January 21, 2021 meeting, FY22 Financials, Endowment Activity and Spending Distribution Reports, Education Committee Report including Centennial Program Draft, Alliance Report with Financials, and Centennial Committees updates.

**Confirmation of Quorum**: Confirmed. Meeting called to order 11:00AM. Today’s meeting is via Zoom and is recorded.

1. **Adoption of Agenda**: Alexandra noted the agenda needs to reflect that #9 Finance/Budget Report needs to come directly after #4 Director Report. Lucile moved to approve the amended agenda, Dora seconded, all approved.
2. **Approval of Consent Agenda**: Including listed Action items and Reports. Janet moved to approve and accept all the items on the Consent Agenda, Dora seconded, all approved, none opposed.
3. **Board Chair Update**:
	1. Alexandra acknowledged the privileged position that the US holds as we compare what is happening in Ukraine. Recognizing that this is the two-year anniversary since the beginning of Covid.
	2. Alexandra in conjunction with Harris have evaluating Juniper’s performance as Executive Director. This review is using the Strategic Plan as a guide to best review goals: Centennial and, Endowment are among some of the many goals Juniper and the Harwood staff are working on.
	3. Board appoints Committee Chairs and Members (per bylaws). Time to evaluate the structure of the committees. Future meeting to further discuss. Scott noted that the Governing Board is seeking more Board members as well. Think about potential candidates.
	4. Hopeful that the May 20th Board meeting will be in person. Confusion about final/annual meeting with Alexandra as Chair. More to be determined.
4. **Director Report**
5. Juniper announced that UNM in accordance with the CDC is allowing mask to be optional as of the 19th of March, therefore the exhibition preview tonight is mask required, but optional for the preview tomorrow.
6. Christina Neubrand is the Education Coordinator starting in April. She comes with teaching and theatre experience which will come in handy as the Enos Garcia After School Pilot program kicks off in a few weeks.
7. Facilities Services Manager, Damian Lieto has resigned. We are looking for a replacement if you know of anyone – refer them to our website for the online application.
8. Please review our website for the many events that the Harwood is hosting. Tonight, is the Director Circle Preview of Debbie Long’s Light Ships exhibition. Come check out this beautiful display.

**5. Finance/Budget Report:**

1. Nicole Dopson is working with the Finance Committee to structure a better display of future financial reports including graphs in an easy-to-understand layout.
2. Working with Juniper to develop a FY23 budget that will be pending UNM approval. Hopeful that I&G support will assist this budget and those final allocations will be out to the different departments shortly including the raise of minimum wage increases.

**6. Collections Committee Report:**

Steve gave a brief introduction of artist Cara Romero as two of her photographs are being recommended for approval purchase and added into the permanent collection. Value of $6,000, but for sale for $1,000. $10K grant to support photos from Santa Fe Community Foundation. Lucile moves to purchase both photographs and add to the permanent collection; Shawn seconds; All approved and adopted.

 **7. Development Report: Endowment Campaign Status and Discussion:**

Sonya points out that in the Strategic Plan – the first pillar is Stability & to secure a $6M endowment. Thanks to Shawn and Gus for their efforts and support with the Harwood’s Endowment Campaign even through the thickness of the pandemic we have secured 79% of the endowment goal. $2M in unrestricted. Majority are estate gifts. Now seeking the Governing Board endorsement to go public with this Endowment Campaign. Also seeking 100% Board giving toward this campaign. Proposed July 4th event in the new public parking lot to launch the public phase of the endowment. Brochure, press release and video targeted for endowment as a marketing plan and strategically unroll it to the public. We expect to meet our $6M goal by the end of the calendar year of 2023. Teresa moves to go forward into the public phase of the endowment campaign; Dora seconds; All approve.

**8.**  **Centennial Fundraising Update:**

Lucile announced that there will be perks for Centennial Sponsors. Still seeking and meeting with sponsors. More to be announced as updates happen. Seeking $150K in LUCE grant funding to assist with Centennial exhibition and conservation.

**9. Finance Report: Endowment Investment Activity and Spending Distribution**

Juniper reviewed the current endowments that the Harwood has in motion. They produce about 4.5% which is Fair Market Value from the approximate $4K quarterly. New monies can also be added to these endowments. These documents are available in the Governing Board files and will be reviewed quarterly.

**10.** **Alliance Report:**

1. Marcia reported that the Alliance is focusing on the Fall Online Auction that will happen in the first week of October this year as there will not be a Bash fundraiser. The Online Auction has proven a successful fundraiser. The Alliance is seeking quality items that could be sold in the auction. Items are diverse and not just art.
2. Further efforts have been made for the Centennial Roaring 20’s event that will take place in June of 2023. It is important to begin work on this early. Linda Warning has been involved in the administrative side of creating the Portfolio that will also be a fundraiser and based around the Centennial.
3. $3,500 was given to help support the Debbie Long exhibit from Alliance raised funds.

**11. Centennial Committee Report**

1. Lucile announced that the Centennial Committees meeting was last week and that the Events committee reported that Roaring 20’s event slated for June 2023 will be held at the Anglada building. Some contracts and details are underway and moving forward. Geared toward the public to attend and seeking sponsors.
2. Education committee has accomplished much and presented a report at the Centennial meeting. This report is available in the Board / Centennial folder found online.
3. The Development Committee is poised to work toward the development of the Centennial and remains in the planning stage.
4. Dora stated that the Portfolio is hopeful for presales. Twenty-nine will be available for sale and will generate about $100K. Artists involved with the portfolio is in said folder as well the cost break down for this project..

**12.** **Public Comment**

* Susie reminded all volunteers to log their volunteer time via the Harwood website. She will send update and reminder emails.
* Juniper suggested that we all meet in person at the next meeting.
* Reflect Governing board documents online prior to the meeting and that for those members who are out of town – Virtual meetings are best.
* Wearing masks and virtual meetings will remain an option as many will continue to feel best under these circumstances.
* Sonya further reviewed the Endowment Report with breakdowns and distributions all of which can be found in Board folder online.

**13. Adjournment** - Shawn moved to adjourn the meeting, Dora seconded, meeting adjourned at 12:34 PM.